

1 May 1998

Organization and Mission - General

CHARTERS AND OTHER ORGANIZATION ACTIONS

This regulation prescribes the procedures for establishing, redesignating, and deactivating Civil Air Patrol (CAP) units.

1. Authority. Each wing commander is the approving authority for activation, deactivation, redesignation, relocation, and other organizational changes affecting units of his/her command.

2. Membership of CAP Units. Minimum membership requirements apply to flights and squadrons only. Squadrons must have a minimum of 15 members, three of whom must be senior members. Flights must have a minimum of eight members, three of whom must be senior members. Wing commanders should carefully monitor unit membership and make every effort to assist faltering units. However, if it is determined that a unit is unable to maintain minimum membership, it should be redesignated or deactivated as appropriate. NOTE: Incoming transfers count toward minimum squadron membership for new units.

3. Control of Charters and Organization Changes. Control of organization changes has been made simple by the use of CAP Form 27, *Organization Action*. All organization changes must be promptly submitted on CAP Form 27 in order to ensure up-to-date directories and mailing lists guaranteeing delivery of important monthly distribution direct from National Headquarters to all CAP units. This includes changes in command, name, address, location, and day and time of meeting.

a. Preparation of CAP Form 27. Preparation and submission of CAP Form 27 is the responsibility of the wing commander. This will ensure that the wing has the same data as National Headquarters. Wing commanders may permit subordinate units to enter all required data (except control number and date) on the form and forward all copies unsigned to wing headquarters for control number, date, and signature. Preparation must in sufficient number of copies to permit distribution to National Headquarters (original), group (if applicable), and affected unit. A file copy is retained in the wing as long as the unit remains active (CAP Regulation 10-2, *Files, Maintenance and Records Disposition*).

b. Supply of CAP Form 27. CAP Forms 27 are listed in CAP Regulation 0-9, *Numerical Index of CAP Forms, Tests Materials, and Certificates*, as a squadron form, but must be controlled by wing headquarters. Upon approval by the wing commander for units to use the CAP Form 27, the units may requisition directly from National Headquarters in accordance with CAP Regulation 5-4, *Publications and Blank Forms Management*.

4. Charter Numbers and Certificates:

a. Charter Numbers. National Headquarters issues charter numbers to all units of CAP. Numbers will contain five digits. The first two digits will indicate the region or wing. The regions will be in the 90000 series. The wings will be from 01000 to 52000. The last three digits of the five digit number will indicate the units within the wing.

b. Charter Certificates. New charter certificates will be issued upon request of wing commanders upon loss or destruction of charter certificate or when the name of the unit has been changed (provided no other name change has been made during the preceding year).

5. How to Obtain Charters for New Units. Wing commanders should be discriminating in the practice of chartering new units. They should assure that commanders of new units will actively and conscientiously promote the furtherance of CAP programs and accept only members of integrity with a desire to actively participate in the program. An individual interested in organizing a CAP unit in his community must contact the appropriate wing commander and request that a charter be issued. The request must include:

a. A statement that a sufficient number of individuals are interested to warrant organization of a squadron. NOTE: CAP Forms 12, *Application for Senior Membership in CAP*, and 15, *Application for Cadet Membership in CAP*, for new members and CAP Forms 2a, *Request for and Approval of Personnel Actions*, for incoming transfers should be submitted with the CAP Form 27 requesting the charter.

b. A brief description of the selected commander's qualifications.

c. A proposed name for the unit. Unit names must include the following elements:

(1) Identifying prefix - a short identifier, preferably associated with location (example: Shamrock, Dayton, Hot Springs, Midville, etc.). DO NOT use names such as "Black Sheep," "Flying Tigers," etc., or terms descriptive of major functions such as "Communications," "Jeep," or "Rescue," etc.

(2) Type of Unit (group, cadet squadron, senior squadron, composite squadron, or flight).

(3) If the unit is to be named for an individual, the unit must obtain the individual's permission prior to submitting the charter application. If the individual is

deceased, permission will be obtained from the nearest living relative. A statement will be typed on the reverse side of the CAP Form 27 indicating that permission has been obtained.

(4) In addition to the above, the sponsoring organization (if applicable) and a numerical suffix (if needed because of similarity of names) are permitted. Examples of acceptable names are: "Red Oak Composite Squadron," "Midvale Flight," "Miami Senior Squadron No. 2," "Manhattan Group IV," and "Bay City Optimist Cadet Squadron." NOTE: National Headquarters will edit names that are too long and/or contain undesirable elements.

d. The mailing address of the unit which should include a post office box number.

e. The name of the organization sponsoring the squadron, if any.

f. The date, time, and location of unit meetings and description of available facilities (if known).

g. Transmittal of a check or money order in the amount of \$20.00, payable to National Headquarters, Civil Air Patrol, in payment of the charter fee.

h. A statement signed by the unit commander concerning Federal Income tax exemption. (Statement contained on CAP Form 27.)

i. Each unit must obtain an Employer Identification Number (EIN) from the Internal Revenue Service prior to being chartered by National Headquarters. Once initial approval to establish a unit has been received from the wing commander concerned, the new unit commander must complete an IRS Form SS-4. The IRS Form SS-4 is included in the starter package of forms and regulations received from National Headquarters. National Headquarters will not charter any unit until an EIN has been received and is entered in Block III of the CAP Form 27. NOTE: The IRS will issue EINs over the telephone. See "How to Apply" section of the form instructions for further details.

6. Processing of New Charters at National Headquarters. Upon receipt of CAP Form 27 requesting a charter and a check or money order covering the charter fee, National Headquarters will issue a charter number and forward a charter certificate to the wing commander for appropriate presentation to the new unit. National Headquarters will mail complete sets of CAP regulations, necessary free manuals, and forms automatically to the new unit.

7. State Legislative Squadrons. Each wing is authorized to establish a special CAP squadron for members of their state legislature. These units are not required to meet the minimum strength membership requirements or pay the charter fee. Wing commanders should notify National Headquarters/DPM when they wish to charter a state legislative squadron. The charter number will be the unit identifier plus 999 (XX999) and will be administered by the wing headquarters with no unit staff.

a. Membership is open to state legislators and elected state officials as well as key staff members.

b. Membership dues and fingerprint cards are waived.

c. Membership cards are issued by calendar year (December) and reviewed and validated annually by the wing commander prior to issuance of new cards.

d. These members are authorized to fly in CAP aircraft, visit CAP unit meetings/social events upon invitation, and receive the honorary grade of major.

e. When the unit is chartered, National Headquarters will provide a sample membership certificate to the wing commander for printing and framing locally prior to presentation to each member.

8. Deactivation of Units. Wing commanders are authorized to deactivate units for good cause. This is accomplished by submission of a properly prepared CAP Form 27 with a concise statement on the reverse outlining the reasons for the action. (A copy must be forwarded IMMEDIATELY to the affected unit and, if applicable, its parent group.) On all deactivations, the CAP Form 27 should be annotated to include the unit to which members of the deactivated unit will be assigned. In the absence of this information, National Headquarters will automatically assign all members to the wing headquarters at-large units (XX000). Wing commanders must ensure that there has been a proper accounting of the unit's funds as evidenced by a closing final report (CAP Form 173) in accordance with CAPR 173-1. Upon deactivation, the wing finance committee will either request from the unit or perform for themselves, a reconciliation of unit bank account(s). All funds remaining in the account(s) should be turned over to the wing. If the remaining funds are to be transferred to another unit, the wing finance committee must be informed of the unit receiving the funds and the amount of funds transferred. Additionally, all financial records should be forwarded to the wing headquarters. Also, any real property (land, buildings), aircraft, vehicles, equipment, and supplies must be properly inventoried and transferred by CAP Forms 37, *Shipping and Receiving Document*, to another unit or wing headquarters for redistribution.

9. Reactivation of Former Units. Deactivated units may be reactivated at the discretion of the wing commander upon proper application and payment of the usual charter fee. Original name and charter number may be requested.

10. Annual Charter Review:

a. During the month of February each year, National Headquarters will forward to each wing commander a list of all subordinate units on record. Units recommended for charter renewal should show acceptable progress, have sufficient membership to retain its status, and must have submitted an annual financial report as required by CAPM 173-1, *Financial Procedures and Accounting Report for Units Below Wing Level*.

b. The wing commander will advise National Headquarters no later than 31 March of those units that should be continued and those which should be discontinued. This is accomplished by lining out those units which are to be discontinued, indicating the unit that the members of the deactivated unit will be assigned, authenticating the roster, and returning it to National Headquarters. In the absence of the assignment information

on members of deactivated units, National Headquarters will automatically assign these members to the wing headquarters holding unit.

c. In those cases where a wing commander has reason to believe it is in the best interest of CAP to continue a unit even though the unit is below the minimum membership requirements, a waiver may be requested. The waiver is requested by submitting a letter of justification to the region commander who has authority to grant such waivers for all subordinate units in his/her region.



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Chief, Administration

(1) Approved requests will be returned to the wing commander to forward to National Headquarters as attachments to the authenticated charter listings.

(2) Disapproved requests will be returned to the wing commander who will redesignate or deactivate as appropriate on the charter listing and return to National Headquarters.

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Colonel, CAP
Executive Director

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National Commander

SUMMARY OF CHANGES

This revision requires each new unit to obtain an Internal Revenue Service Employer Identification Number and includes the procedures for chartering state legislative squadrons.

NOTE: Changes from superseded publications are identified in this document by placing a bold vertical bar outside the appropriate margin.